

## **RFP #DOC-06-CRN-RG**

### **APPLICATION PROCEDURES**

- 1. Two references are requested. For existing providers, proposing programs substantially similar to existing programs provided to DOC, do we use DOC as one reference and someone else for the second reference, or is DOC as one reference sufficient.**

A: If possible, DOC would prefer two references other than DOC.

- 2. Previously we (current provider) had been informed that non-profits could not register as a Minority Business Enterprise/ Small Business Enterprise/Women Business Enterprise. Under applicant information, the Department is requesting if an agency is registered as such. I would not ask the question if the question said "applicant" - my assumption is that an agency is a non-profit. Have the rules changed or are we misinterpreting the questions?**

A: This is not our understanding. Please review Section 4a-60g (3) (C) of the Connecticut General Statutes on the definition of Minority business enterprise.

- 3. Do any of the documents, i.e. narrative and budget need to be provided in an electronic format?**

A: All documents need to be provided in an electronic format.

- 4. Do we just acknowledge-state--that our agency agrees to adhere to the Assurances found on p 5ff, Section IX A - N; or do we repeat them in our proposal, line by line?**

A: A general statement of compliance with Assurances is acceptable.

- 5. If an agency is seeking a residential AND a non-residential component to this RFP, should two separate RFPs be submitted or only a combined one?**

A: They should be submitted separately. Combined proposals will be reviewed as one proposal. This would mean if DOC chooses against either part, the entire proposal would not be selected.

- 6. If we want to bid more than one geographic location, can we do it all in one proposal (with clear numbers, staffing and budgets/location)?**

A: You may. Or you may choose to submit identical proposals where only one location is proposed. Please refer to Question 5 above.

- 7. Are there other attachments needed in addition to the information noted in the RFP (audits, personnel manuals, board lists, etc)?**

A: Only those items required in the RFP are required. Additional documents may be required if you are selected for an interview, or if you are selected for a contract.

**8. How soon will be able to get answers to the questions? Some questions need to be answered before we can start writing major portions of the proposal.**

A: It is anticipated that all questions will be released on April 15, 2005, per the RFP.

**9. Can we get the financial forms, gift affidavit, budget, program, applicant and assurances information electronically (in soft copy)?**

A: The only forms required with proposals are: Gift Affidavit, budget and cover page. Those forms are included as a separate package with the email carrying these answers.

**BUDGET/FUNDING**

**10. Is DOC seeking to fund only those programs/entities currently receiving funding from DOC, and/or formal Alternative Incarceration Programs or Transitional (Halfway House) programs?**

A: No.

**11. Do agencies that are asking for expansion of an existing program complete only the "Expansion of Current programs and Budget"?**

A: You must fill out the "Expansion" page as well as provide a program description. Reviewers may not be familiar with your existing program.

**12. Does this RFP allow for additional beds to an existing program, where the additional beds are at another site (in the same town)?**

A: Yes.

**13. We are planning to propose an expansion of our current program in response to your RFP. Would you want the budget to reflect the whole operation or just the expansion costs? If for example we want to add one (1) additional bed and bring our total bed count up to 11, do we complete the RFP for the cost of one additional bed or the total cost of the 11 beds? Please advise regarding desired format.**

If you are seeking to add beds to an existing program, use the "Expansion of Current Program" page. You must also attach a page to describe the program, since reviewers may not be familiar with the program. You do not have to do a budget. We will assume that the current approved budget holds, with the addition of the costs for another bed.

**14. Is this a re-bid of existing contracts? What part of this funding is a re-allocation of monies or new funding? How much funding is available through this RFP? What size budgets do you expect for non-residential community services? Are**

**you planning to award a set number of contracts? How many will be residential versus non-residential?**

A: This is not a re-bid of existing contracts. All funds are "new" vs re-allocation. A specific funding level has not been established. Nonresidential community programs should submit cost effective budgets which reflect actual costs. There is no set number of contracts anticipated. There is no predetermined split between residential and nonresidential.

**15. Where do we request one-time expenses, i.e. furniture, linens etc for the expansion beds? Is there a start-up budget?**

A: The form provides a space for "start up" costs. Include/attach a justification and listing of those costs.

**16. A 12-month budget is requested. When is the Department looking to fill these beds? Can we anticipate contracts prior to 7/1/2005, with our awards being annualized for fy2006? What is the difference between Line Annual Total and FY 2006 Total?**

A: The Department is looking for programs to be on line July 1, 2005. This is not, however, mandatory. There will be no awards effective prior to July 1, 2005. Line Annual Total reflects 12 months of funding. FY 2006 Total is to be used if the program you are proposing will come on line after July 1, 2005.

**17. The allocated admin expense for fy2005 may be different for fy2006. What adjustment will the Department make if the difference is an increase?**

A: Contracts will be negotiated with selected vendors with the allocation of administrative costs being a part of that discussion. Proposals should be submitted with realistic and appropriate expenses.

**18. What is the average cost per client for Transitional Housing?**

A: Transitional Housing is a new venture for the DOC. We have limited experience in these programs and, therefore, have no reliable data to answer this question.

## **SERVICES TO BE PROVIDED**

**19. Are proposals from community-based agencies that provide transition/employment programs for ex-offenders, without a formal mandate to serve ex-offenders, allowable?**

A: Yes.

**20. This RFP appears to be for residential yet nonresidential programs are mentioned. Are you also looking for nonresidential programs in this RFP? If so would the geographical area include Willimantic/Danielson?**

A: The DOC is seeking both residential and nonresidential programs. If the location was not specifically excluded in the RFP, then proposals for those regions, areas would be considered.

**21. Will DOC entertain a residential substance abuse program in New Haven? If so, how many beds will you anticipate needing?**

A: While the Department is not specifically seeking such programs in New Haven, proposals for such will be entertained.

**22. Is licensing required for a residential substance abuse treatment program?**

A: Licensing should always conform to federal, state and local requirements. If the question is "Does the program need to be a licensed substance abuse program?", then the answer is No. However, we anticipate some proposals will come from such licensed programs. The DOC is always interested in providing the highest quality of programming. CADAC certifications are always desirable for appropriate staff.

**23. Do res/non-res have to operate in conjunction with each other or can they operate as separate entities. Is there a preference?**

A: They may be proposed as separate entities.

**24. What kind of design changes would you be particularly interested in?**

A: The DOC is always interested in new, effective presentations of programming. There are no specific designs being encouraged.

**25. Please let us know if there is an average length of service for the individuals who will be coming out of prison and entering a community residence since we cannot find any reference to an average length of stay.**

A: The length of service for individuals housed in program locations should be targeted for 120 days. The length of aftercare for individuals after release from such programs will be determined through consultations between appropriate program staff and assigned DOC community staff (parole officers).

**26. Who will be paying the medical bills the individual may have?**

A: For inmates released to the community on Parole or Transitional Supervision, the inmate is responsible for all medical costs incurred. For inmates being released on Community Release status, the DOC will provide medical, dental, mental health services at a correctional facility.

**27. Should this description be similar/the same as the Community Transition Plan that is currently being requested by the Department from the DOC Residential Programs? The information being requested appears to be the same.**

A: It may well be the same.

**28. Is the request for on-site pre-release services at York a stand alone service request (e.g. provide pre-release services at York that would refer to any community based reentry service state-wide) or are you looking for it to be part of the residential or non-residential services our agency is proposing?**

A: Proposers should design a program that works with either an existing program (residential/nonresidential) or as part of a new program. This is not a stand alone program.

**29. Does the RFP allow for transitional housing as a category of residential housing or is it a totally different category or the same thing?**

A: The RFP allows for Transitional Housing.

**30. Since you brought up York in the proposal, do you prefer proposals for women-specific services?**

A: One area identified by the DOC as a priority is the new Charlene Perkins Center, a pre-release program for females on the grounds of York Correctional Institution.

**31. Is this RFP only for services for sex offenders coming out of prison?**

A: The question is vague. The RFP allows for proposals to provide sex offender services for inmates coming out of prison, but that is not the only program allowed.

**32. Can the non-residential community services take split sentence offenders?**

A: Yes, while they are under the supervision of DOC or Parole. While we do not anticipate funding programs for those offender in the community who are not under DOC or Parole supervision for an extended period of time, funding during transition to other funded (CSSD) program components is certainly allowable.

**33. How many clients do you expect to be served/contract or per geographic location?**

A: That has not been determined.

**34. Can we get statistics on the number of prisoners released to Stamford, Norwalk and Bridgeport last year?**

A: Stamford: 671, Norwalk: 499, Bridgeport: 2476

**35. With prisoners coming from prisons all over the state, is pre-release planning expected to be part of ALL proposals, including non-residential? Is post release planning after they return to their community o.k., too?**

A: No, pre-release planning is not necessarily required. Yes, post release planning is ok and required for those offenders participating in your programming.

**36. What is DOC's anticipated start-up date for Transitional Housing? What is DOC's definition of Transitional Housing and what type of services and/or requirements are expected?**

A: DOC, new to transitional housing programming, is not specifically seeking additional programs of this type. However, proposals for this type of programming will be considered. DOC is not providing any specific definition of Transitional Housing. Program start dates are anticipated to be July 1, 2005.

**37. Where will clients come from (Norwalk, other areas)?**

A: Inmates will be returning to communities throughout the state.

**38. What is DOC's anticipated time for client's length of stay?**

A: For most programs, the target length of stay should be 120 day. For residential substance abuse treatment programs the target length should be 6 to 9 months.

**39. What is the square footage per client in the sleeping quarters (general facility)?**

A: This is dictated by state and local zoning regulations.

**40. Can we serve clients in dining room or can they eat in their rooms?**

A: You may propose either.

**41. Are clients required to have private bathrooms?**

A: No.

**42. Do living quarters have to be Handicap accessible?**

A: Programs must be in compliance with Federal and State requirements.